



# PARK RESERVATION FORM

(In order to ensure your facility reservation needs are met, please submit at least 10 days prior to your requested event date)

Centennial Recreation Center 171 W. Edmundson, Morgan Hill, CA 95037  
408.782.2128 [www.mhrecreation.com](http://www.mhrecreation.com)

## Contact Information

Name of Individual/Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home/Business Phone: \_\_\_\_\_ Alternate/Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Select a Facility	Resident	Non-Resident	Select a Date & Time
_____ Community Park - Gazebo	\$ 60	\$110	Event Date: _____
_____ Community Park - Stage Area	\$ 47	\$ 84	
_____ Community Park - Ballfield Picnic Area	\$ 47	\$ 84	Event Starts: _____
_____ Galvan Park - BBQ Area	\$ 47	\$ 84	
_____ Paradise Park - Picnic Area	\$ 47	\$ 84	Event Ends: _____

Type of Event: \_\_\_\_\_ # of people attending: \_\_\_\_\_

## Special Event Permit and/or Insurance Requirements (Initials Required)

A Special Event Permit and/or additional insurance may be required if you are planning an event with ANY of the following:

- ☐ Yes ☐ No **Jump house**      ☐ Yes ☐ No **Entertainment**      ☐ Yes ☐ No **Charging entry fee**  
☐ Yes ☐ No **Selling food**      ☐ Yes ☐ No **Amplified music**      ☐ Yes ☐ No **Serving alcohol**  
☐ Yes ☐ No **More than 50 people attending**

To apply for a Special Event Permit or to get insurance information, please contact Caitlin Kozacek at 408.310.4250 or [caitlin.kozacek@morganhill.ca.gov](mailto:caitlin.kozacek@morganhill.ca.gov). Special Event Permit Applications must be submitted at least 60 days prior to requested use.

### Initials required

\_\_\_\_\_ My event will not include any of the activities listed above.  
\_\_\_\_\_ I would like to apply for a Special Event Permit      ☐ \$224 (50-499 people)      ☐ \$634 (500+ people)  
\_\_\_\_\_ I will provide the appropriate insurance for my event.

## Hold Harmless Agreement (Signature Required)

I understand that I and my group or organization will be responsible for any damage or abuse of City buildings, grounds or equipment growing out of the occupancy or use of said premises or equipment by our reservation. We agree to abide by all rules and regulations governing the use of buildings, grounds and equipment and hold the City of Morgan Hill and their employees free and harmless from any loss, claims or liability or damage, and/or injuries to persons and property that in any way may be caused by applicants' use or occupancy of said facilities and hold harmless from all claims resulting from this use. The applicant understands the City of Morgan Hill, its officers, and employees are not responsible for any injuries or losses caused to anyone participating in any way in this activity.

I, the undersigned, have read and understand the rules and regulations for facility/park use.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## Payment Information

Total Paid \$ \_\_\_\_\_ ☐ Cash      ☐ Check # \_\_\_\_\_      ☐ Credit Card  
Credit Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Expiration Date: \_\_\_\_\_ / \_\_\_\_\_      3 Digit Security Code \_\_\_\_\_  
Signature: \_\_\_\_\_



**CITY OF MORGAN HILL  
COMMUNITY SERVICES DEPARTMENT  
SPORT FACILITIES AND PARK RESERVATION INSURANCE REQUIREMENTS**

The required coverage is listed below and can be obtained by purchasing special event coverage from your insurance carrier or the City. Please have your insurance carrier review this document carefully so that you will be properly insured. Any questions can be directed to the City Risk Manager, Shadia Hrichi 408.310.4695.

Any organizations/individuals who rent sports fields six or more dates per calendar year are required to provide City approved insurance.

**INSURANCE REQUIREMENTS & LIQUOR LIABILITY**

**Commencement of Use of Facilities.** *TENANT shall not use CITY facilities under this Agreement until it has obtained CITY approved insurance.* All insurance required by this Agreement shall be carried only by responsible insurance companies licensed to do business in California. **Host liquor liability is required to be stated within the insurance policy if alcohol will be served or sold.**

**INSURANCE:**

**A minimum of One Million Dollars (\$1,000,000) in comprehensive broad form, general public liability insurance will be required to provide coverage against claims and liabilities for personal injury, death or property damage.**

Insurance must be obtained only through insurers with a Bests' rating of no less than A- for quality of management and VII in regards to the policyholders' surplus held by the company.

**A certificate of Liability\* must accompany the certificate of insurance (NOT JUST INCLUDED ON THE INSURANCE CERTIFICATE), be completed by an authorized agent of the company (with their name, title and phone number) and contain the following endorsements:**

- A. The City of Morgan Hill, its' elected or appointed officials, boards, agencies, officers, agents, employees, and volunteers are named as additionally insured,**
- B. The insurer waives the right of subrogation (the right of recovery against others) against the City of Morgan Hill, its' elected or appointed officials, boards, agencies, officers, agents, employees, and volunteers; and**
- C. The coverage be primary in nature and any other insurance carried by the City shall be excess over such insurance.**

To:  
Community Services Department  
City of Morgan Hill  
17575 Peak Ave.  
Morgan Hill CA 95037  
408.310.4250  
408.778.8286 fax

**Insurance certificates are due no later than 30 days prior to the event.**